

Alabama Medical Cannabis Commission
Applications & Licensing Portal Instructions
(Caregivers)

You must create an account to log in to the AMCC Portal and complete an application/registration. Instructions for creating an account are available on the AMCC website at <https://amcc.alabama.gov/patients/>.

A caregiver who is associated with a patient, as certified by a registered certifying physician, and who is applying as a caregiver for the first time must complete the *New Caregiver Registration* (see **PART A** below).

A registered caregiver, with a valid medical cannabis card, must use the *Caregiver License Update* (see **PART B** below) to change or update in their registration before the registration is due for renewal.

A caregiver's medical cannabis card is valid for one year from the date of issuance. To renew a medical cannabis card, the caregiver, on or before the card expiration date, must complete the *Caregiver Renewal* (see **PART C** below).

A registered caregiver has access to a digital version of their medical cannabis card. A registered caregiver may request a physical (hard) card or request replacement of a previously issued physical (hard) card by submitting a *Caregiver Physical Card Request and Replacement* (see **PART D** below).

PART A: New Caregiver Registration

1. Access the AMCC Portal at <https://al-amcc-public.nls.egov.com/login>.
2. Login using the email address and password entered when you created an account.
3. Click the  button in the panel on the left-hand side of the account page.
4. Select “Caregiver” from the dropdown menu in the “I am a” prompt.
5. Select 
6. Click 

7. Complete all required items on the “General Information” tab.

- ✓ The information entered must match the information entered by the certifying physician on the *Electronic Physician Certification*.
- ✓ You must have the associated patient’s license identification card number.
- ✓ A minor patient (under 19 years of age) or a patient with a court-appointed legal guardian must provide parent/legal guardian information.

8. Click  → **SAVE & NEXT**

9. Complete all required items on the “Contact Information” tab.

10. Click  → **SAVE & NEXT**

11. Complete all required items on the “Attestation” tab, including the signature and date.

12. Click  → **SAVE & NEXT**

13. On the “Documents” tab, click  **UPLOAD** to upload required documents.

14. Click  → **SAVE & NEXT**

15. On the “Payments” tab, select your method of payment (Credit Card or ACH/echeck)

- ✓ Credit Cards accepted: Visa, MasterCard, Discover
- ✓ The fee for a caregiver registration or renewal with access to a digital version of the medical cannabis card is \$40.00.
- ✓ The additional fee for a physical (hard) card (initial and renewal) is \$10.00 (see **PART D** below).
- ✓ The fee to replace a physical (hard) card is \$25.00 (see **PART D** below).

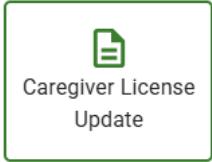
16. Click  → **SAVE & NEXT**

17. After completing all required items, you will be directed to the “Review” tab to review all information. Any items marked with a **X** must be corrected and you may wish to make other changes. You can make changes by navigating to the tab with the item you wish to change.

18. Click  **PAY & SUBMIT** at the bottom of the “Review” tab.

- ✓ You will receive an email notifying you that your *New Caregiver Registration* application was submitted successfully and is pending review. You will receive a separate email notifying you that the application is approved, denied, or returned for correction.
- ✓ Once the *New Caregiver Registration* is approved, it will appear on your  **License Dashboard** and, on that dashboard, you may download and print your medical cannabis card by clicking  **PRINT DIGITAL CARD**

PART B: Caregiver License Update

1. Access the AMCC Portal at <https://al-amcc-public.nls.egov.com/login>.
2. Login using the email address and password entered when you created an account.
3. Click the  **+ CREATE NEW APPLICATION** button in the panel on the left-hand side of the account page.
4. Select “**Caregiver**” from the dropdown menu in the “I am a” prompt.
5. Select  **Caregiver License Update**
6. Click  **CREATE APPLICATION**
7. Select the License Number corresponding to your approved caregiver registration. Without a valid License Number, you are unable to proceed any further in the *Caregiver License Update*.
8. On the “License Information” tab, toggle the response to “Yes” on the items that you need to update. (Note: A response of “Yes” is required on at least one question to proceed any further in the *Patient License Update*.)

9. Click  **SAVE**

10. Click  **→ SAVE & NEXT**

11. For any updates, complete all required items on the “General Information” tab.

12. Click  **→ SAVE & NEXT**

13. For any updates, click  **EDIT RECORD** and complete all required items on the “Contact Information” tab.

14. Click  **→ SAVE & NEXT**

15. Complete all required items on the “Questions and Attestations” tab, including the signature and date.

16. Click  **→ SAVE & NEXT**

17. On the “Documents” tab, click  **UPLOAD** to upload relevant additional documents.

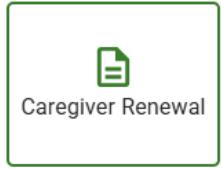
18. Click  **→ SAVE & NEXT**

19. Review all information on the “Review” tab. Any items marked with a **X** must be corrected and you may wish to make other changes. You can make changes by navigating to the tab with the item you wish to change.

20. Click  **SUBMIT** at the bottom of the “Review” tab.

- ✓ You will receive an email notifying you that your *Caregiver License Update* application was submitted successfully and is pending review. You will receive a separate email notifying you that the application is approved, denied, or returned for correction.
- ✓ Each caregiver registration (with updates made in the *Caregiver License Update*) will appear on your  **License Dashboard** with a status (e.g., Approved, Expired).

PART C: Caregiver Renewal

1. Access the AMCC Portal at <https://al-amcc-public.nls.egov.com/login>.
2. Login using the email address and password entered when you created an account.
3. Click the  button in the panel on the left-hand side of the account page.
4. Select “Caregiver” from the dropdown menu in the “I am a” prompt.
5. Select 
6. Click 
7. Select the License Number corresponding to your approved caregiver registration. Without a valid License Number, you are unable to proceed any further in the *Caregiver Renewal*.
8. Click 
9. Click 
10. Complete all required items on the “General Information” tab.
11. Click 
12. Click  and complete all required items on the “Contact Information” tab.
13. Click 

14. Complete all required items on the “Questions and Attestations” tab, including the signature and date.

15. Click

 **SAVE & NEXT**

16. On the “Documents” tab, click

 **UPLOAD**

to upload required documents.

17. Click

 **SAVE & NEXT**

18. On the “Payments” tab, select your method of payment (Credit Card or ACH/echeck)

- ✓ Credit Cards accepted: Visa, MasterCard, Discover
- ✓ The fee for a caregiver renewal with access to a digital version of the medical cannabis card is \$40.00.
- ✓ The additional fee for a physical (hard) card (initial and renewal) is \$10.00 (see **PART D** below).
- ✓ The fee to replace a physical (hard) card is \$25.00 (see **PART D** below).

19. Click

 **SAVE & NEXT**

20. Review all information on the “Review” tab. Any items marked with a **X** must be corrected and you may wish to make other changes. You can make changes by navigating to the tab with the item you wish to change.

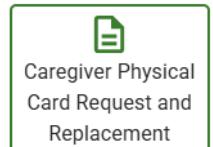
21. Click

 **PAY & SUBMIT**

at the bottom of the “Review” tab.

- ✓ You will receive an email notifying you that your *Caregiver Renewal* application was submitted successfully and is pending review. You will receive a separate email notifying you that the application is approved, denied, or returned for correction.
- ✓ Each caregiver registration and renewal will appear on your  **License Dashboard** with a status (e.g., Approved, Expired).

PART D: Caregiver Physical Card Request and Replacement

1. Access the AMCC Portal at <https://al-amcc-public.nls.egov.com/login>.
2. Login using the email address and password entered when you created an account.
3. Click the  button in the panel on the left-hand side of the account page.
4. Select “Caregiver” from the dropdown menu in the “I am a” prompt.
5. Select 
 - ✓ You must have an active caregiver registration to request a physical card or replacement.
 - ✓ The information from the active caregiver registration will be prepopulated into the *Caregiver Physical Card Request and Replacement*.
 - ✓ The caregiver must follow the steps below to confirm that all information in the active caregiver registration is correct, but the *Caregiver Physical Card Request and Replacement* application cannot be used to make updates or changes.
 - ✓ If any updates or changes are necessary, the caregiver must complete the *Caregiver License Update* form before submitting the *Caregiver Physical Card Request and Replacement*.
6. Click 
7. Select the License Number corresponding to your approved caregiver registration. Without a valid License Number, you are unable to proceed any further in the *Caregiver Physical Card Request and Replacement*.
8. Click 
9. Click 
10. Review the information on the “General Information” tab.
 - ✓ If any updates or changes are necessary, the caregiver must complete the *Caregiver License Update* form before submitting the *Caregiver Physical Card Request and Replacement*.

11. Click  → **SAVE & NEXT**

12. Review the information on the “Contact Information” tab.

- ✓ If any updates or changes are necessary, the caregiver must complete the *Caregiver License Update* form before submitting the *Caregiver Physical Card Request and Replacement*.

13. Click  → **SAVE & NEXT**

14. Complete all required items on the “Attestations” tab, including the signature and date.

15. Click  → **SAVE & NEXT**

16. On the “Payments” tab, select your method of payment (Credit Card or ACH/echeck)

- ✓ Credit Cards accepted: Visa, MasterCard, Discover
- ✓ The fee for a physical (hard) card (initial and renewal) is \$10.00.
- ✓ The fee to replace a physical (hard) card is \$25.00.

17. Click  → **SAVE & NEXT**

18. Review all information on the “Review” tab. Any items marked with a **X** must be corrected and you may wish to make other changes. You can make changes by navigating to the tab with the item you wish to change.

19. Click  **PAY & SUBMIT** at the bottom of the “Review” tab.

- ✓ You will receive an email notifying you that your *Caregiver Physical Card Request and Replacement* application was submitted successfully and is pending review. You will receive a separate email notifying you that the application is approved, denied, or returned for correction.